

Annex A- UNICEF's Contract Terms &  
Conditions

**UNITED NATIONS CHILDREN'S FUND (UNICEF)**

wishes to enter into a contract for construction works  
with

**NAME OF VENDOR**

for the provision of the following construction works

**Supplementary Works for Yatta Water Supply System**

as stipulated in the attached agreement

This **FORM OF AGREEMENT** is dated \_\_\_\_\_ **[INSERT DATE]**

## PARTIES:

1. UNICEF, THE UNITED NATIONS CHILDREN'S FUND, an international inter-governmental organization established by the General Assembly of the United Nations by resolution No. 57(1) of 11 December 1946 as a subsidiary organ of the United Nations, having its headquarters at UNICEF House, Three United Nations Plaza, New York, New York, 10017, U.S.A. ("UNICEF"); and
2. \_\_\_\_\_ **[COMPANY]** incorporated and registered in \_\_\_\_\_ **[COUNTRY]** with company number \_\_\_\_\_ **[REGISTERED NUMBER]** whose registered office is at \_\_\_\_\_ **[REGISTERED ADDRESS]** (the "Contractor"),

("the Parties").

## BACKGROUND:

- A. UNICEF, in accordance with its Charter and Mission Statement, works with governments, civil society organizations and other partners in more than one hundred and sixty countries to advance children's rights to survival, protection, development and participation, and in doing so is guided by the Convention on the Rights of the Child.
- B. **[The Government of \_\_\_\_\_ [E.G. State of Palestine], through the Departments of \_\_\_\_\_ [E.G. NATIONAL EDUCATION], has agreed to a programme to provide for \_\_\_\_\_ [E.G. PRIMARY SCHOOLS IN THE PROVINCE OF ACEH (NAD)] ("the Project").]**  
OR  
**[UNICEF \_\_\_\_\_ [NAME OF COUNTRY OFFICE – E.G. State of Palestine COUNTRY OFFICE] has been granted approval to \_\_\_\_\_ [E.G. CONSTRUCT A NEW OFFICE PREMISES/ GUESTHOUSE/ WAREHOUSE] in \_\_\_\_\_ [NAME OF DUTY STATION – E.G. THE PROVINCE OF ACEH (NAD)] ("the Project").]**
- C. In Request for Proposals No. \_\_\_\_\_ **[NUMBER]** dated \_\_\_\_\_ **[DATE]**, as amended by \_\_\_\_\_ **[LIST AMENDMENTS AND DATES]** (together the "Request for Proposals"), a copy of which is attached to this Contract, UNICEF invited bids for the construction of the Project as more particularly detailed in this Contract ("Works").
- D. By a bid dated \_\_\_\_\_ **[DATE]**, as amended by **[LIST OF AMENDMENTS AND DATE]** a copy of which is attached to this Contract, the Contractor responded to the Request for Proposals and represented that it is qualified, capable and willing to carry out and complete the Works described.
- E. UNICEF wishes to engage the Contractor to carry out and complete the Works all on the terms and conditions set forth in this Contract and the Contractor represents that it is qualified, ready, able and willing to carry out and complete the Works on the same terms and conditions.

## AGREED TERMS:

### 1 DEFINED TERMS

Save where the context otherwise requires, the terms with capitalised initials in this Form of Agreement shall have the same meaning as the defined terms with capitalised initials in the General Terms and Conditions (Form B) at Annex 3.

### 2 AGREEMENT

This contract is comprised of the following documents:

- (i) This Form of Agreement;
- (ii) Particular Conditions at Annex 1;
- (iii) Special Conditions at Annex 2;

- (iv) General Terms and Conditions (Form B) at Annex 3;
- (v) Appendix 1, Part 1 – Specification;
- (vi) Appendix 1, Part 2 – Design Drawings;
- (vii) The following Appendices:
  - (1) Appendix 2 – Advance Payment Guarantee;
  - (2) Appendix 3 – Schedule for Completion;
  - (3) Appendix 4 - Schedule of Payments;
  - (4) Appendix 5 – Bill of Quantities;
  - (5) Appendix 6 – Request for Proposals;
  - (6) Appendix 7 – Bid;
  - (7) [Appendix 8 – Operation Services<sup>1</sup>]; and
- (viii) Any other contract documents,

(“the Contract”).

### 3 PRIORITY

In the event of any ambiguity, conflict or inconsistency arising within or between the documents forming part of the Contract, the order of priority shall be the order in which the documents are listed in clause 2, provided that any technical specifications included in or referred to in the Bill of Quantities at Appendix 5 shall be deemed to form part of the Specification at Appendix 1, Part 1.

### 4 ENTIRE AGREEMENT

The Contract constitutes the entire agreement between UNICEF and the Contractor in connection with Works and the Deliverables.

### 5 PAYMENT

It is agreed and acknowledged that valid execution of this Form of Agreement by UNICEF and the Contractor is a condition precedent to any sums becoming due and payable to the Contractor under and in connection with this Contract and UNICEF shall have no obligation to pay the Contractor any sums under or in connection with this Contract until this Form of Agreement has been validly executed by the Contractor and UNICEF.

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<sup>1</sup> If Particular Conditions state that clause 7 applies.

**SIGNED** )  
for and on behalf of )  
**UNICEF** )

Signature:

Print:

Date:

**SIGNED** )  
for and on behalf of )  
[**CONTRACTOR**] )

Signature:

Print:

Date:

## ANNEX 1 - PARTICULAR CONDITIONS

Item	Clause	Entry
Beneficiary	1.1.2	Yatta Municipality
Completion Date	1.1.3	[Calendar Date]
Contract Price	1.1.8	[Total fee payable in Schedule of Payments]
Defects Liability Period	1.1.10	[12 months] from issue of the Certificate of Substantial Completion.
Engineer	1.1.14	[Name, Company]
Key Personnel	1.1.19	[Key Personnel - Name and Position]
Mobilization Period	1.1.20	2 Weeks after signing the Contract
Site	1.1.30	Yatta City and Surroundings Areas
Form of Electronic Communication	1.3(a)	[Email]
Address for Communications: UNICEF	1.3(b)	[Address]
Address for Communications: Contractor	1.3(b)	[Address]
Address for Communications: Engineer	1.3(b)	[Address]

Language for communications	1.4	[English]
Date of Access to Site	2.2	[[X] days from Effective Date] OR [If the date of access to Site is not known at the Contract Date [To be advised in writing by UNICEF]]
Inspection Period	2.4	[Period after Final Completion for inspections]
Delegation of the Engineer	3.2	Any delegation by the Engineer shall require prior approval of the Employer
Contractor's Representative	4.4	[Name and position]
Value of Performance Guarantee	4.8	[10] % of Contract Price
Structural Integrity Guarantee	4.14	[Not applicable]
Progress Reports	4.18	Frequency of progress reports: quarterly progress reports shall be submitted.
Mobilization Period	5.1	Applies
Liquidated Damages: Amount	5.6	[0.5] % of the Contract Price per day of delay
Liquidated Damages: Limit	5.6	[10] % of the Contract Price
Operation, Maintenance and Testing	7	[Does not apply]

Frequency of periodic joint inspection	8.1	[Frequency once every month] _____
Provisional Sums: overhead and profit	9.5	[ ]% for overhead and profit _____
Advance Payment	10.4	[[0]% of Contract Price] _____
Advance Payment Repayment	10.4	[Repayment arrangements, e.g. a percentage of invoices _____
Retention Percentage	10.5	[ 10 ]% _____
Currency	10.9	[NIS] _____
Insurance for Works – Joint Insured	12.2	[Beneficiary] and [Other third party] _____
Insurance against Injury to Persons and Property: (i) Amount	12.3	[Insurance for each occurrence: not less than 2,500,000 NIS.] _____
(ii) Joint Insured		[Beneficiary] and [Other third party] _____

## ANNEX 2- SPECIAL CONDITIONS

Item	Clause	Entry
Delegation of the Engineer	3.2	Any delegation by the Engineer shall require prior approval of the Employer
Sub-Contracting	4.7	<p>In the first sentence, change “the whole of the Works” by “ more than 20% of the Works”</p> <p>Add the following wording at the end of</p> <p>The approval of proposed subcontractors will be based on the evaluation of its proved experience. The Engineer decision will be final.</p>
Progress Reports	4.18	Frequency of progress reports: quarterly progress reports shall be submitted.
Time for Completion	5.2	The Time for Completion for the whole of the Works, including mobilization, supply, implementation of works implementation, tests and demobilization, is 12 month)
Programme	5.3	<p>Add at the end of the Clause:</p> <p>In case of Notice given by the Engineer for non-compliance of the Program with the Contract or non-consistence with actual progress, it is expressly stated that, until having get the approval of the Engineer on any reasonable and adapted provisions as stated in the Contract, the previous Program ( as the case may be the program proposed by the Contractor in its offer) remains in force, and the provisions of Sub-Clause 5.6 remain fully applicable</p>
Contract Price	10.1	<p>Add at the end of the Clause:</p> <p>Minimum Amount of Interim Payment Certificates 10% of the Accepted Contract Amount</p>
Lump Sum and Bill of Quantities	10.2	<p>Add at the end of the Clause:</p> <p>However, a new rate or price shall be appropriate for an item of work if the three below conditions are meet:</p> <p>(i) the measured quantity of the item is changed by more than</p>



35% from the quantity of this item in the Bill of Quantities or other Schedule,

- (ii) this change in quantity multiplied by such specified rate for this item exceeds 4 % of the Accepted Contract Amount,
- (iii) this item is not specified in the Contract as a “fixed rate item”;

Law	14.2	The governing Law shall be the Law of the Palestine
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## ANNEX 3- GENERAL TERMS AND CONDITIONS (FORM B)

### **1. GENERAL PROVISIONS**

#### **1.1 Defined Terms**

In these General Terms and Conditions (Form B) (“General Conditions”), save where the context otherwise requires, the following terms have the following meaning:

- 1.1.1 “Affiliates” means any of the Contractor’s corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which the Contractor owns a substantial interest.
- 1.1.2 “Beneficiary” means as stated in the Particular Conditions.
- 1.1.3 “Completion Date” means the date specified in the Particular Conditions, as may be extended in accordance with this Contract.
- 1.1.4 “Confidential Information” means the Contract Materials and all information and documents in relation to this Contract, the Works and/or the Project received by the Contractor under or in connection with this Contract and/or the UNICEF Data.
- 1.1.5 “Contract” means as defined in the Form of Agreement.
- 1.1.6 “Contract Materials” means all maps, drawings, models, photographs, plans, reports, recommendations, estimates, documents, information and/or other data prepared and/or provided by or contributed to by the Contractor under or in connection with this Contract, including without limitation the Deliverables and whether prepared before or after the date of this Contract.
- 1.1.7 “Contractor” means as defined in the Form of Agreement.
- 1.1.8 “Contract Price” means as stated in the Particular Conditions and any additional sums payable pursuant to clause 9.4.
- 1.1.9 “Defect” means any part of the Works which does not comply with this Contract and/or any damage to the Works for which the Contractor is responsible.
- 1.1.10 “Defects Liability Period” means the period stated in the Particular Conditions, as may be extended in accordance with this Contract.
- 1.1.11 “Deliverables” means the work product, document and/or other output of Works required by the Specification to be delivered by the Contractor as part of Works.
- 1.1.12 “Disabling Code” means any virus, back door, timer or other limiting routine, instruction or design, or other malicious, illicit or similar unrequested code that may have the consequence (whether by design or unintentionally) of disrupting, disabling, harming, circumventing security controls or otherwise impeding in any manner the normal operation or performance of (i) any software or service or (ii) any UNICEF information system or network.
- 1.1.13 “End User” means, in the event that the Works or Deliverables involve the use of any information systems, any and all UNICEF employees, consultants and other personnel and any other external users collaborating with UNICEF, in each case, authorized by UNICEF to access and use the Works and/or Deliverables.
- 1.1.14 “Engineer” means the consultant appointed by UNICEF to administer this Contract as identified in the Particular Conditions and any replacement notified by UNICEF to the Contractor from time to time.
- 1.1.15 “Final Completion” means that all Defects and incomplete work that have become apparent prior to the end of the latest Defects Liability Period have been remedied and completed by the Contractor.
- 1.1.16 “Force Majeure” means any unforeseeable and irresistible event arising as a result of causes beyond the control of the Parties, including acts of nature, pandemics, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism or other acts of a similar nature or force, and excluding without limitation (a) any event which is caused by the negligence or intentional action of a Party; (b) any event which a diligent party could reasonably have been expected to take into account and plan for at the time the Contract was entered into; (c) the insufficiency of funds, inability to make any payment required under the Contract, or any economic conditions, including but not limited to inflation, price escalations, or labour availability; (d) any event resulting from harsh conditions or logistical challenges for the Contractor (including civil unrest) associated with locations at which

- UNICEF is operating or is about to operate or is withdrawing from; and/or (e) any event resulting from UNICEF's humanitarian and/or emergency operations or similar operations.
- 1.1.17 "Form of Agreement" means the form of agreement to which these General Conditions are attached.
  - 1.1.18 "Host Government" means any government with which UNICEF has a programme of development cooperation, and includes any government of a country in which UNICEF provides humanitarian assistance.
  - 1.1.19 "Key Personnel" means as stated in the Particular Conditions and (i) Personnel identified in the proposal as key individuals (as a minimum, partners, managers, senior auditors) to be assigned for participation in the performance of the Contract; (ii) Personnel whose resumes were submitted with the proposal; and/or (iii) individuals who are designated as key personnel by agreement of the Contractor and UNICEF during negotiations.
  - 1.1.20 "Mobilization Period" means the period stated in the Particular Conditions from the Effective Date (as defined in clause 5.1).
  - 1.1.21 "Operation Services" means the services set out in Appendix 8.
  - 1.1.22 "Parties" means as defined in the Form of Agreement.
  - 1.1.23 "Personnel" means the Contractor's officials, employees, directors, agents, sub-consultants, sub-contractors and/or other representatives.
  - 1.1.24 "Policies" means the policies available on the UNICEF Supply Website from time to time, including without limitation the following:
    - (i) UNICEF's Policy Prohibiting and Combatting Fraud and Corruption;
    - (ii) UNICEF's Policy on Conduct Promoting the Protection and Safeguarding of Children;
    - (iii) UNICEF's Children's Rights and Business Principles Policy;
    - (iv) the UN Supplier Code of Conduct; and
    - (ix) UNICEF's Information Disclosure Policy.
  - 1.1.25 "Project" means as defined in the Form of Agreement.
  - 1.1.26 "Programme" means the most recent programme proposed by the Contractor which has been accepted by the Engineer in accordance with clause 5.3.
  - 1.1.27 "Schedule for Completion" means Appendix 3 to the Form of Agreement.
  - 1.1.28 "Schedule of Payments" means Appendix 4 to the Form of Agreement.
  - 1.1.29 "Security Incident" means, with respect to any information system, service or network used in the delivery of the Works or Deliverables, one or more events that (a) indicates that the security of such information system, service, or network may have been breached or compromised and (b) could very likely compromise the security of UNICEF's Confidential Information or weaken or impair UNICEF's operations. Security Incident includes any actual, threatened or reasonably suspected unauthorized access to, disclosure of, use of or acquisition of UNICEF Data that compromises the security, confidentiality, or integrity of the UNICEF Data, or the ability of UNICEF, the Beneficiary and/or End Users to access the UNICEF Data.
  - 1.1.30 "Site" means the site(s) at which the Works are to be carried out including without limitation the site identified in the Particular Conditions and any other Site notified by UNICEF and/or the Engineer to the Contractor.
  - 1.1.31 "Specification" means Appendix 1, Part 1.
  - 1.1.32 "Substantial Completion" means that the Works have been completed in accordance with this Contract, are free from Defects and can be effectively used for the purpose for which they are intended, and that UNICEF considers that the Works are satisfactory and are in accordance with the Contract.
  - 1.1.33 "Technical Inspection" means an inspection of the Works to identify any outstanding defects and incomplete works, carried out by the Engineer in the presence of UNICEF (at UNICEF's discretion), the Contractor and (if UNICEF notifies the Contractor that their attendance is required) representatives of the Beneficiary and/or the Host Government.
  - 1.1.34 "UNICEF" means as defined in the Form of Agreement.
  - 1.1.35 "UNICEF Data" means any and all information or data processed and/or held in digital form that (a) is provided to the Contractor by, or on behalf of UNICEF, the Beneficiary and/or End Users under the Contract, through UNICEF's, the Beneficiary's and/or End Users' use of Works or in connection with Works, or (b) is collected by the Contractor in the performance of the Contract.

- 1.1.36 “UNICEF Supply Website” means UNICEF’s public access webpage for suppliers available at [https://www.unicef.org/supply/index\\_procurement\\_policies.html](https://www.unicef.org/supply/index_procurement_policies.html), as may be updated from time to time and any other webpage notified by UNICEF to the Contractor from time to time.
- 1.1.37 “Unusual Commercial Expenses” means commissions not mentioned in the Contract and/or not stemming from a properly concluded contract referring to the Contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven and/or commissions paid to a recipient who is not clearly identified or commission paid to a company which has every appearance of being a front company.
- 1.1.38 “Works” means the works to be carried out and completed by the Contractor under this Contract as provided in the Specification.

## 1.2 Period of days

In this Contract “day” means a calendar day, provided that where under this Contract an act is required to be done within a specified period of days, any public holiday in the country in which the Project is located shall be excluded when calculating the specified period.

## 1.3 Notices and Other Communications

Any notice, approval, certificate, consent, determination or other communication under this Contract shall be:

- (a) in writing and delivered by hand (against receipt), sent by mail or courier or transmitted using any agreed form of electronic communication stated in the Particular Conditions; and
- (b) delivered, sent or transmitted to the address for the recipient’s communications stated in the Particular Conditions or such other address as notified by the recipient in writing.

The Contractor shall reply to any communication under or in connection with this Contract within 5 (five) days of receipt of the communication, provided that the Contractor shall reply within 1 (one) day in the event of any emergency and/or health and safety issue. Any communication, reply, notice or application issued to the Engineer by the Contractor shall be in writing and copied to UNICEF. For the avoidance of doubt the Contractor shall only comply with written instructions from the Engineer and/or UNICEF and any verbal instructions to the Contractor shall not be binding or effective unless are subsequently confirmed in writing by the Engineer and/or UNICEF.

## 1.4 Language

The ruling language of this Contract is English. If this Contract is translated into another language, and there is any ambiguity, inconsistency or conflict in or between the version of this Contract in the English language and any version in a different language, the version of this Contract in the English language shall take precedence. All communications under and in connection with this Contract shall be in the language stated in the Particular Conditions.

## 1.5 Interpretation

In this Contract save where the context otherwise requires:

- (a) words indicating the singular also include the plural and words indicating the plural include the singular; and
- (b) clauses are included for convenience only and shall not affect the interpretation of this Contract.

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**1.6 Waiver**

No waiver of any right or remedy under this Contract or by law shall be effective unless it is given expressly in writing. No i) failure or delay by UNICEF to object and/or exercise any right and/or remedy under or in connection with this Contract, ii) single or partial exercise of any right or remedy, and/or iii) act or omission of UNICEF in connection with this Contract, shall constitute a waiver of any of UNICEF's rights and/or remedies under or in connection with this Contract and/or prevent or restrict any further exercise of any right or remedy.

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**1.7 Collaboration and Good Faith**

The Parties shall act in the spirit of good faith in performing their obligations under and in connection with this Contract, in co-operation and co-ordination with each other, the Engineer, the Beneficiary, the Host Government in the country where the Project is located and any other third parties involved in the Project. Without limitation to the foregoing, the Contractor shall enable the Engineer to monitor, inspect and check the Works and/or the Site as required by UNICEF and shall not interfere with or interrupt the Engineer's monitoring, inspection, checking or other activities.

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**2. UNICEF****2.1 Assistance**

UNICEF shall supply the Contractor when requested with any information and/or documentation at its disposal which may be relevant to the performance of Works. Except as expressly set out in this Contract, UNICEF shall have no obligation to provide any assistance to the Contractor and UNICEF makes no representations as to the availability of any facilities, equipment, materials, systems or licenses which may be helpful or useful for the fulfillment by the Contractor of its obligations under the Contract.

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**2.2 Access to the Site**

To the extent UNICEF is able to do so, UNICEF shall give the Contractor reasonable access to, and use of the Site by the date stated in the Particular Conditions. If UNICEF provides access to and use of the Site to the Contractor for the purposes of the Contract, the Contractor shall ensure that the Personnel shall, at all times (a) use such access exclusively for the specific purpose for which the access has been granted and (b) comply with UNICEF's security and other regulations and instructions for such access and use. The Contractor shall ensure that only the Personnel that have been authorized by the Contractor, and approved by the Engineer, have access to the Site.

The Contractor acknowledges that prior to the Contractor being provided with access to and use of the Site, the site may need to be cleared and/or other site preparation and/or enabling works may be required ("Site Clearance"). The Contractor shall be entitled to an extension of time in accordance with clause 5.5, but not to any increase in the Contract Price following any delay in the Contractor being provided with access to and use of the Site as a result of any Site Clearance being required.

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**2.3 Permits, Licences and Approvals**

UNICEF shall (where it is in a position to do so) provide reasonable assistance to the Contractor at the request of the Contractor in relation to the Contractor's applications for any permits, licences or approvals which are required by the laws of the country in which the Works are to be provided for the delivery of goods and materials, including through customs.

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## 2.4 Inspection and Acceptance

UNICEF and the Engineer shall at all times be given access to the Site and/or to any place of fabrication of goods, materials or plant to be supplied under the Contract in order to inspect and request testing of such goods, materials or plant, and the Contractor shall make arrangements for such tests to be carried out at his own cost. UNICEF and/or the Engineer shall also have until the period stated in the Particular Conditions (or if no period is stated, a reasonable time) after the issue of the Certificate of Final Completion the right to inspect any Works (including without limitation any goods, materials or plant), report and/or Deliverable and to accept or reject the Works, report and/or Deliverable which does not comply with the Contract to UNICEF's satisfaction.

No inspection, approval, acceptance and/or rejection under or in connection with this contract shall i) relieve or limit the Contractor's obligations or liabilities under or in connection with this Contract and/or ii) prejudice UNICEF's rights and obligations under or in connection with this Contract. No sums paid under or in connection with this Contract shall constitute acceptance of Works, any report or Deliverable.

Unless they have been completed to UNICEF's satisfaction and subsequently pass the relevant test, UNICEF shall be entitled, at its discretion, to withhold, retain and/or deduct any sums claimed by the Contractor in respect of any Works, reports and/or Deliverables which have been rejected and/or which have failed any tests and/or require payment of any sums paid in respect of any rejected Works and/or Deliverables as a debt.

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## 3. ENGINEER

### 3.1 Engineer's Instructions

The Engineer shall have authority to perform the duties assigned to the Engineer under this Contract and the Contractor shall comply with all written instructions from the Engineer and/or UNICEF under or in connection with this Contract, including without limitation any instruction resolving any ambiguity, conflict or inconsistency in or between the documents forming part of this Contract, provided that the Engineer shall not have authority to, without UNICEF's prior written consent:

- (a) issue any instruction, instruct or agree to any change to the scope of the Works and/or the programme for the Project, issue any assessment of any variation and/or request for an extension of time and/or award the Contractor any extension of time and/or adjustment to the Contract Price, which could or will result in an increase of the original Contract Price and/or delay completion of the Project;
- (b) issue a notice to proceed;
- (c) instruct the use of any provisional sum; and/or
- (d) carry out a Technical Inspection and/or issue the Certificates of Substantial Completion or Final Completion.

The Contractor shall not be entitled to any adjustment to the Contract Price, any additional payment and/or to any extension of time as a result of any unauthorised instruction from the Engineer.

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### 3.2 Delegation of the Engineer



The Engineer may from time to time assign duties and delegate authority to assistants who are suitably qualified, competent to carry out their duties and fluent in the language for communications stated in the Particular Conditions by notice in writing to the Parties and following such assignment or delegation any act or communication of the assistant shall have the same effect as any act or communication of the Engineer, provided that the Engineer shall not delegate the authority to determine matters under clauses 9.2-9.4 of this Contract. The Engineer may revoke any assignment or delegation in accordance with this clause by notice in writing to the Parties.

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### **3.3 Replacement of the Engineer**

If UNICEF intends to replace the Engineer and/or if the Engineer's appointment has been terminated, UNICEF shall give notice to the Contractor, including the name and address of any replacement Engineer. The Contractor shall not be entitled to any increase in the Contract Price, to any other additional payment and/or to any extension of time as a result of any replacement of the Engineer and/or any termination of the Engineer's appointment.

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## **4. THE CONTRACTOR'S OBLIGATIONS**

### **4.1 Works**

The Contractor shall provide and maintain the Works and deliver the Deliverables in accordance with the Specification, the design drawings in Appendix 1, Part 2, the Contract and to UNICEF's satisfaction. Except as expressly provided in the Contract, the Contractor shall be responsible at its sole cost for providing all the necessary personnel, equipment, material and supplies and for making all arrangements necessary for the carrying out and completion of the Works and delivery of the Deliverables in accordance with the Contract. Without limiting the Contractor's obligations under this Contract, the Contractor shall exercise all due care and diligence in providing and maintaining the Works.

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### **4.2 Laws and Standards**

The Contractor shall provide the Works in accordance with all standards, codes and specifications applicable to the Works and/or the Project which an experienced contractor would be expected to comply with and shall comply with all (and shall not cause UNICEF to breach) all applicable laws, ordinances, rules, and regulations.

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### **4.3 Contractor's Personnel**

At any time during the term of the Contract, the Engineer can make a written request that the Contractor replace one or more of the Personnel. The Engineer shall not be required to give an explanation or justification to the Contractor for this request. Within seven (7) days of receiving the Engineer's request for replacement the Contractor must replace the Personnel in question with Personnel UNICEF has accepted in writing. The qualifications of any replacement Personnel shall be substantially the same as, or better than those of the Personnel they are replacing.

The Contractor shall not replace the Key Personnel or remove the Key Personnel from the provision of Works without the Engineer's prior written consent. If one or more of the Key Personnel become unavailable, for any reason, for work under the Contract, the Contractor shall notify the Engineer at least fourteen (14) days in advance. In notifying the Engineer, the Contractor shall provide an explanation of the circumstances

necessitating the proposed replacement(s) and submit justification and qualification of replacement Key Personnel in sufficient detail to permit evaluation of the impact on the engagement.

Without prejudice to the Contractor's obligations under this Contract, UNICEF shall be entitled to withhold all sums due under or in connection with this Contract and/or instruct the Contractor to suspend performance of all or any part of the Works in accordance with clause 11.1 if the Key Personnel and/or the Contractor's Representative (as defined in clause 4.4) cease to be involved in the provision of Works and suitable replacements have not been proposed by the Contractor and approved by UNICEF.

The Personnel, including individual sub-contractors, shall not be considered in any respect as being the employees or agents of UNICEF. All expenses of the withdrawal or replacement of the Contractor's Personnel shall, in all cases, be borne exclusively by the Contractor.

The Contractor shall comply and shall ensure that its sub-contractors comply with all applicable international standards and labour laws, rules and regulations relating to the employment of national and international staff in connection with Works, including, but not limited to, laws, rules and regulations associated with the payment of the employer's portions of income tax, insurance, social security, health insurance, worker's compensation, retirement funds, severance or other similar payments and law. The Contractor shall be fully responsible and liable for, and shall indemnify and hold UNICEF harmless for and against all payments or any other benefits due to the Personnel for their works and/or services in relation to the performance of the Contract.

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#### **4.4 Contractor's Representative**

The Contractor has appointed a representative ("the Contractor's Representative") who has the Contractor's full authority in respect of all matters connected with this Contract. The Contractor's Representative is named in the Particular Conditions. The Contractor's Representative shall not be changed without the prior written approval of UNICEF. The Contractor's Representative shall have the responsibility to co-ordinate the effort of the Parties.

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#### **4.5 Safety Procedures**

The Contractor shall comply with (and shall ensure that the Works, the Personnel and the Deliverables comply with) all applicable health and safety legislation and requirements, shall be responsible and liable for the safety of the Site and its surroundings and shall implement adequate processes and procedures on Site in order to avoid danger to all persons on the Site or its surroundings. The Contractor shall avoid all risks to the health and safety of any individuals on or around Site and shall ensure that the Works are kept clear of unnecessary obstruction, shall provide fencing, lighting, guarding and watching of the Works until Substantial Completion of the whole of the Works and shall provide all temporary works which may be necessary as a result of the provision of the Works for the use and protection of the public and of owners and occupiers of land adjacent to the Site.

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#### **4.6 Employment Law**

The Contractor shall comply and shall ensure that its sub-contractors comply with all applicable international standards and labour laws, rules and regulations in relation to employees. The Contractor shall be fully responsible and liable for, and shall indemnify and hold UNICEF harmless for and against (a) any act, omission, negligence or misconduct of the Personnel; (b) any insurance coverage in respect of the Personnel which may be required or desirable for the purpose of the Contract; (c) the safety and security of the Personnel and any sub-contractors' personnel; or (d) any costs, expenses, or claims associated with any illness, injury, death or disability of the Personnel and/or any sub-contractors' personnel.



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#### 4.7 Sub-Contracting

The Contractor shall not subcontract the whole or any part of the Works and/or its obligations under this Contract without UNICEF's prior written consent. The Contractor shall be fully responsible and liable for i) all Works performed by and ii) any act, omission, default or breach of this Contract of, its sub-contractors and/or any other Personnel. The Contractor shall ensure that the terms of any sub-contract are consistent with this Contract and require the sub-contractor to comply with the Contractor's obligations under or in connection with this Contract.

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#### 4.8 Performance Guarantee

The Contractor shall provide on the date of the Form of Agreement a performance guarantee in the form of an on demand bond for the percentage of the Contract Price stated in the Particular Conditions in a form and from a bank acceptable to UNICEF which is enforceable until issue of the Certificate of Substantial Completion in accordance with clause 6.1 ("Performance Guarantee").

Without prejudice to the Contractor's obligations under this Contract no sums shall become due or payable to the Contractor under or in connection with this Contract if a Performance Guarantee has not been provided to UNICEF and/or is not maintained, increased or replaced such that UNICEF has the benefit of a Performance Guarantee at the percentage of the Contract Price stated in the Particular Conditions until the issue the Certificate of Substantial Completion in accordance with clause 6.1. UNICEF shall return the Performance Guarantee within thirty (30) days of the Certificate of Substantial Completion in accordance with clause 6.1.

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#### 4.9 Advance Payment Guarantee

If the Particular Conditions state that clause 10.4 applies, as a condition precedent for payment by UNICEF of any advance payment for which the percentage of the Contract Price stated in the Particular Conditions ("Advance Payment") in accordance with clause 10.4, the Contractor shall submit an executed advance payment guarantee in the form at Appendix 2, from such surety or sureties as shall be approved by UNICEF ("Advance Payment Guarantee"). The Contractor shall ensure that (the Advance Payment Guarantee is valid and enforceable until the Advance Payment has been repaid in full (and shall extend the Advance Payment Guarantee as necessary in order to do so).

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#### 4.10 Setting Out

The Contractor shall be responsible for the accurate setting-out of the Works in accordance with the Specification, including lines, levels, positions, dimension, alignments, etc. of all parts of the Works. Benchmarks or items of reference shall be established by UNICEF at all sites, and shall be available for the setting out. The Contractor shall be responsible for maintaining and protecting the benchmarks and/or items of reference at all times. If at any time during the execution of the Works errors are found in this setting-out, the Contractor shall, at his own cost and without any entitlement to any extension of time, rectify such errors to the satisfaction of UNICEF and/or the Engineer.

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#### 4.11 The Site and the Surroundings

The Contractor shall have full responsibility for the operations and methods of construction used by the Contractor. The Contractor shall also have full responsibility for i) the adequacy and stability of the Site and its surroundings, ii) the ground conditions at Site and its surroundings, and iii) any other physical conditions encountered by the Contractor in providing the Works, (“Site Conditions”) and shall not be entitled to any adjustment to the Contract Price, to any additional payment and/or to any extension of time as a result of the Site Conditions and/or any change in the Site Conditions.

The Contractor shall set up at the Site. The Contractor shall not be entitled to any additional payment, to an increase in the Contract Price and/or to an extension of time as a result of any delay in the Contractor setting up at the Site. Without prejudice to the Contractor’s obligations under this Contract, no sums shall be due or payable to the Contractor under this Contract unless it has set up and is operating at the Site.

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## 4.12 Security of the Site

The Contractor shall be fully responsibility for the security of all Site operations and for security of the Site, including without limitation the security of all goods and materials stored or used on the Site and for keeping unauthorised persons off the Site.

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## 4.13 Care of Environment

The Contractor shall ensure that minimal damage occurs to the environment, the vegetation, existing structures and roads and/or utilities as a result of the Works. The Contractor shall notify UNICEF and the Engineer immediately of any damage caused to the environment, the vegetation, existing structures, roads and utilities in carrying out the Works and shall promptly remedy the damage at no cost to UNICEF.

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## 4.14 Structural Integrity

The Contractor guarantees the structural integrity and stability of the Works for the period stated in the Particular Conditions and shall at the Contractor’s cost repair and remedy any collapse or structural defect occurring within that period.

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## 4.15 Materials and Samples

The Contractor shall submit samples of goods and materials, and relevant information, in sufficient time for UNICEF and/or the Engineer to review the samples. Each sample shall be labelled as to origin and intended use in the Works. All materials used in the course of these Works shall be new, proper for their use and fit for their intended purpose. No goods or materials from the Site shall be re-used unless permitted by the Engineer. All other goods and materials intended for inclusion in the Works shall be stored on Site until issue of the Certificate of Substantial Completion in accordance with clause 6.1 or if required to correct Defects or complete outstanding Works during the Defects Liability Period, until issue of the Certificate of Final Completion in accordance with clause 6.4. All materials, equipment and products shall be stored and installed in accordance with the written recommendations of the manufacturer.

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## 4.16 Intellectual Property Rights

UNICEF shall own all intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks in (i) the Contract Materials, and/or (ii) any materials, documents, products, processes, inventions, ideas and/or know-how produced, prepared or collected in consequence of, or during

the course of, the performance of the Contract. To the extent any intellectual property and/or other proprietary rights ("Proprietary Rights") would save for this clause 4.16 vest in the Contractor, the Contractor hereby assigns ownership of the Proprietary Rights to UNICEF.

The Contractor shall take all necessary steps and execute all necessary documents to transfer the Proprietary Rights to UNICEF and generally assist in transferring the Proprietary Rights to UNICEF in compliance with the requirements of the applicable law and of the Contract. The Contractor shall indemnify and hold UNICEF harmless for and against any costs, expense, losses or liability as a result of the Contract Materials infringing any rights of any third party. The Contractor waives any rights it may have to be identified as author or attributed in respect of the Contract Materials.

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#### **4.17 Records**

The Contractor shall keep full accurate and systematic records and accounts in respect of the Works and the performance of its obligations under this Contract, including without limitation sufficient records to establish that the time and the actual incidental expenditure identified in the Contractor's invoice(s) have been duly incurred in the provision of the Works.

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#### **4.18 Progress Reports**

Progress reports shall be prepared by the Contractor and submitted to the Engineer detailing the progress of the Works, the extent of the Contract Price incurred and estimate of time and costs to completion on a monthly basis in a format to be mutually agreed upon by the Parties within ten (10) days after signing of this Contract. The first report shall be submitted within seven (7) days of the end of the first calendar month following the signature of the Form of Agreement by the Parties and further reports shall be submitted within seven (7) days of the end of each month thereafter until the Certificate of Final Completion is issued in accordance with clause 6.4.

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### **5. TIME FOR COMPLETION**

#### **5.1 Commencement of Works**

This Contract shall take effect from the date of signature of the Form of Agreement ("Effective Date") and shall apply to any obligations performed and/or Works provided prior to and from the Effective Date. If the Contract Particulars state that a Mobilization Period applies the Contractor shall complete the mobilization for the Works within the Mobilization Period. The Contractor shall commence the Works following receipt of a notice to proceed from UNICEF.

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#### **5.2 Time for Completion**

The Contractor shall carry out and complete the Works regularly and diligently and without delay. The Contractor shall carry out and complete the Works in accordance with the programme, the Schedule for Completion and by the Completion Date.

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#### **5.3 Programme**

The Contractor shall within fourteen (14) days of the date of this Contract submit to the Engineer a programme for the execution of the Works. The programme should contain all activities required to carry out the Works,

and specifically note all critical activities, including critical path, and critical inspection points. Within fourteen (14) days of receipt of the Contractor's programme the Engineer shall either accept the programme or reject the programme with comments. If the Contractor's programme is rejected the Contractor shall submit a revised programme for acceptance within seven (7) days of the Engineer's response.

If at any time, it should appear that the actual progress of the work does not conform to the programme, if the Engineer notifies the Contractor that it is entitled to any extension of time in accordance with clauses 5.5 and 9.2-9.4 and/or if otherwise instructed by the Engineer, a revised programme shall be submitted, within seven (7) days of the delay or the Engineer's instruction or notification, whichever is earlier, showing modifications necessary to ensure completion on time.

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#### 5.4 Rate of Progress

If, at any time actual progress of the Works is too slow for the Contractor to comply with its obligations under this Contract, UNICEF and/or the Engineer may instruct the Contractor to accelerate the Works in order to expedite progress so as to be able to comply this Contract. If the Contractor fails to achieve Substantial Completion by the Completion Date, the Contractor shall accelerate the Works so as to complete the Works as soon as possible. This Contract shall continue to be valid and effective notwithstanding i) any extension of time to the Completion Date in accordance with this Contract and/or ii) any failure by the Contractor to achieve Substantial Completion by the Completion Date. Save as provided in clauses 9.2-9.4, the Contractor shall not be entitled to any additional payment as a result of any acceleration instructed or required in accordance with this clause 5.4.

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#### 5.5 Extension of Time

In addition to the Contractor's rights under clause 9.2-9.4 following a Variation, the Contractor shall be entitled to a reasonable extension of time to the Schedule of Completion and/or the Completion Date as determined by the Engineer in accordance with clauses 9.2-9.4, but not to any additional payment and/or change in the Contract Price, if the Contractor is unable to complete the Works in accordance with the Schedule for Completion and/or by the Completion Date as a result of:

- (a) delay in obtaining any third party approvals, consents and/or permits required for performance of Works and/or the Works save to the extent the Contractor is responsible for assisting with or obtaining such approval, consent or permit under this Contract;
- (b) Force Majeure;
- (c) any delay in the commencement of the Works and/or the issue of a notice to proceed in accordance with clause 5.1, as a result of any act or omission of UNICEF, the Beneficiary and/or the Host Government in which the Project is located; or
- (d) delay of the importation of goods, materials, plant or equipment into the country in which the Project is located as a result of unforeseeable customs or border control and checks.

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#### 5.6 Liquidated Damages

If the Contractor fails to achieve Substantial Completion and/or complete the Works to UNICEF's satisfaction by the Completion Date and/or in accordance with the Schedule for Completion, UNICEF shall be entitled to deduct from any payment due to the Contractor and/or recover as a debt liquidated damages in the amount stated in the Particular Conditions. These liquidated damages shall not relieve the Contractor from any other obligations, responsibilities or liabilities under the Contract. If the total liquidated damages payable in accordance with this clause 5.6 exceed more than the limit on liquidated damages stated in the Particular Conditions, UNICEF may, at its discretion, on immediate notice to the Contractor:

- (a) terminate this Contract, appoint a third party to complete the Works and recover the cost of doing so as a debt, and/or
- (b) agree, without prejudice to UNICEF's rights and remedies under this Contract, that the Works will be completed by the Contractor at the Contractor's expense,

and no further sums shall be due or payable to the Contractor under this Contract.

## 6. TAKING OVER

### 6.1 Substantial Completion

The Contractor shall notify the Engineer when the Contractor considers that the Works have been completed in accordance with this Contract and are free from Defects, and the Works can be effectively used for the purpose for which they are intended.

When the Engineer considers that Substantial Completion may have occurred (save for minor defects and incomplete work) a Technical Inspection shall be carried out when instructed by UNICEF. Within seven (7) days of the Technical Inspection the Engineer shall issue a defects list to the Contractor and UNICEF identifying all remaining defects and incomplete works and the timescales within which the Contractor is required to remedy such defects and complete such incomplete work ("Defects List for Substantial Completion").

The Contractor shall comply with the Defects List for Substantial Completion and shall notify the Engineer when it considers that all defects and incomplete work which the Contractor was required to remedy and complete in the Defects List for Substantial Completion have been remedied and completed.

When instructed by UNICEF a further Technical Inspection shall be carried out to determine whether or not the certificate of Substantial Completion should be issued (the "Certificate of Substantial Completion").

UNICEF (or with UNICEF's prior written consent the Engineer on UNICEF's behalf) shall issue the Certificate of Substantial Completion when UNICEF considers that Substantial Completion has occurred, provided that UNICEF shall be entitled, at UNICEF's absolute discretion, to issue the Certificate of Substantial Completion notwithstanding that UNICEF does not consider that Substantial Completion has occurred. Issue of any Certificate of Substantial Completion shall not relieve or limit the Contractor's obligations or liabilities under or in connection with this Contract and/or prejudice UNICEF's rights and obligations under or in connection with this Contract.

### 6.2 Taking-Over of Part of the Works

The Contractor may request and UNICEF may at its discretion agree, following any inspection under clause 6.1, to issue a Certificate of Substantial Completion in respect of any substantial part of the Works which has been completed to the satisfaction of UNICEF, and may be occupied or used by UNICEF or the Beneficiary. The Contractor shall not be entitled to any increase in the Contract Price or to any additional payment as a result of any Certificate of Substantial Completion being issued in respect of part of the Works. Any Certificate of Substantial Completion for a part of the Works shall not relieve the Contractor of his obligations and liability under the Contract (including without limitation liability for all liquidated damages under clause 5.6), and the Contractor shall complete with due expedition the other parts of the Works.

### 6.3 Handover of Site

Following issue of the Certificate of Substantial Completion the Site and the Works shall be taken over by

UNICEF and the Contractor shall within fourteen (14) days of issuing of the Certificate of Substantial Completion provide any documents required to enable the Beneficiary to occupy and use the Works, including without limitation the Contract Materials, as-built drawings, shop drawings and an operation and maintenance manual for the building and any equipment installed, containing all warranties. The Contractor shall also train the staff of UNICEF and/or the Beneficiary on the basic operation and maintenance requirements and procedures.

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#### **6.4 Final Completion**

At the end of the Defects Liability Period, if instructed by UNICEF a Technical Inspection shall occur. Within seven (7) days of any such Technical Inspection the Engineer shall issue a defects list to the Contractor and UNICEF identifying all remaining defects and incomplete works and the timescales within which the Contractor is required to remedy such defects and complete such incomplete work ("Defects List for Final Completion"). The Contractor shall comply with the Defects List for Final Completion.

If instructed by UNICEF a further Technical Inspection shall be carried out by the Engineer to determine whether Final Completion has occurred and the certificate of Final Completion should be issued ("Certificate of Final Completion"). UNICEF (or with UNICEF's prior written consent the Engineer on UNICEF's behalf) shall issue a Certificate of Final Completion when UNICEF considers that Final Completion has occurred and that the Works are satisfactory and are in accordance with this Contract, provided that UNICEF shall be entitled, at UNICEF's absolute discretion, to issue the Certificate of Final Completion notwithstanding that UNICEF does not consider that Final Completion has occurred. Issue of any Certificate of Final Completion shall not relieve or limit the Contractor's obligations or liabilities under or in connection with this Contract and/or prejudice UNICEF's rights and obligations under or in connection with this Contract.

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### **7. OPERATION, MAINTENANCE AND TESTING**

#### **7.1 General Requirements of Operation Services**

If the Particular Conditions state that this clause 7 applies, the Contractor shall provide the Operation Services in accordance with clause 7 and shall take out and maintain for so long as the Contractor continues to be liable under or in connection with this Contract professional indemnity insurance in an adequate amount to cover all claims arising from or in connection with the Contractor's negligence in providing the Operation Services.

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#### **7.2 Commencement and Completion of Operation Service**

Following Substantial Completion, the Contractor shall provide the Operation Services and shall complete the Operation Services to UNICEF and the Beneficiary's satisfaction within the time stated in Appendix 8.

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#### **7.3 Training**

In providing the Operation Services the Contractor shall provide such training to the Beneficiary and/or UNICEF as is necessary to enable the Works to be used for the purpose for which they were intended, safely and securely and in a way which minimises the risk of damage to property or person injury.

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#### **7.4 Maintenance Obligations**



During the performance of the Operation Services the Contractor shall maintain the Works at a standard which is to the Beneficiary and UNICEF's satisfaction and the Contractor shall be responsible for any loss or damage to the Works and for any Defects occurring during the performance of the Operation Services.

## 7.5 Testing and Commissioning

The Contractor shall carry out such tests and commissioning of the Works prior to Substantial Completion as required by Appendix 8, including, to the extent provided in Appendix 8:

- (a) pre-commissioning tests to demonstrate that commissioning tests can be safely carried out;
- (b) commissioning tests, including the specified operational tests to demonstrate that the Works can be operated safely and as specified, under all available operating conditions; and
- (c) trial operation to demonstrate that the Works perform reliably and in accordance with the Contract.

The Engineer shall be given not less than twenty one (21) days' notice before any testing and/or commissioning of the Works and shall be entitled to attend any testing and commissioning of the Works. The Engineer shall be promptly provided with all results of any testing and/or commissioning.

Trial operation shall not constitute taking over of the Works and any product produced by the Works during trial operation shall be the property of UNICEF.

If any Works fail to pass any tests carried out pursuant to this clause 7.5:

- (a) the Engineer may refuse to carry out the inspection under clause 6.1 and/or to issue the Certificate of Substantial Completion;
- (b) the Engineer or the Contractor may require the tests to be repeated at the Contractor's cost; and/or
- (c) if the failure of the tests deprives UNICEF and/or the Beneficiary of substantially the whole benefit of the Works or any part of the Works, UNICEF may terminate this Contract and recover all sums paid for the Works plus financing costs and all costs arising from the termination.

If instructed by UNICEF the Engineer may, without prejudice to UNICEF's rights under this Contract in connection with the failed tests, issue the Certificate of Substantial Completion and reduce the Contract Price to reflect the reduced value of the Works to UNICEF.

## 7.6 Joint Inspection Prior to Substantial Completion

During trial operation and prior to any inspection under clause 6.1, the Contractor shall notify the Engineer if it considers that the Works are performing reliably and in accordance with the Contract and that the tests have been passed and show that the Works conform to the requirements of the Specification.

## 7.7 Retesting Prior to Final Completion

Prior to the end of each Defects Liability Period and prior to any inspection under clause 6.4, the Contractor shall repeat the tests carried out under clause 7.5 and/or carry out any further tests as are instructed in writing by the Engineer and shall provide the results of those tests to the Contractor. If any Works fail to pass any tests carried out pursuant to this clause 7.7:

- (a) the Engineer may refuse to carry out the inspection under clause 6.4 and/or to issue the Certificate of Final Completion;
- (b) the Engineer or the Contractor may require the tests to be repeated at the Contractor's cost; and/or

- (c) if the failure of the tests deprives UNICEF and/or the Beneficiary of substantially the whole benefit of the Works or any part of the Works, UNICEF may terminate this Contract and recover all sums paid for the Works plus financing costs and all costs arising from the termination.

If instructed by UNICEF the Engineer may, without prejudice to UNICEF's rights under this Contract in connection with the failed tests, issue the Certificate of Final Completion and reduce the Contract Price to reflect the reduced value of the Works to UNICEF.

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## 8. DEFECTS LIABILITY PERIOD

### 8.1 Completion of Outstanding Works and Remedying Defects

The Engineer and the Contractor shall perform periodic joint inspections at the Site during the Defects Liability Period at the frequency stated in the Particular Conditions to inspect any outstanding Defects and the Engineer shall provide an updated list of defects to UNICEF and the Contractor within seven (7) days of the inspection. During the Defects Liability Period the Contractor shall at the Contractor's cost complete any outstanding work and correct all Defects notified by the Engineer and/or of which the Contractor becomes aware within the time period instructed by the Engineer and/or within the time period required in the defects list (as may be updated from time to time). The Contractor shall ensure that by the expiry of all Defects Liability Periods in respect of the Works, the Works and the Deliverables are free from Defects and satisfactory to UNICEF and are in accordance with this Contract.

If the Contractor fails to remedy any Defect within the time required under this Contract UNICEF may:

- (a) carry out the work or procure a third party to carry out the work at the Contractor's cost and the costs incurred by UNICEF in doing so shall be recoverable as a debt;
- (b) require the Engineer to assess a reasonable reduction in the Contract Price to reflect the uncorrected Defect; and/or
- (c) if the Defect deprives UNICEF or the Beneficiary of substantially the whole benefit of the Works or any part of the Works, terminate this Contract and recover all sums paid for the Works plus financing costs and all costs arising from the termination.

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### 8.2 Extension of Defects Liability Period

If following expiry of any Defects Liability Period the Works or any part of the Works cannot be used for the purposes for which they are intended by reason of any Defect, the Defects Liability Period for the Works or the relevant part shall be extended for a further year (up to a maximum of two years in respect of any Defects Liability Period).

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### 8.3 Unfulfilled Obligations

After the Certificate of Final Completion is issued the Contractor shall remain liable for fulfilment of any obligation which remains unperformed at that time and the Contract shall remain in force for the purpose of determining the nature and extent of unperformed obligations.

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### 8.4 Clearance of Site

Following the issue of each of i) the Certificate of Substantial Completion and ii) the Certificate of Final Completion, the Contractor shall clear away and remove from Site all equipment, surplus materials, rubbish



and temporary works of every kind which are not being used for the performance of the Contractor's obligations under this Contract, and leave the Site in a clean and functional condition. If the Contractor fails to do so within twenty eight (28) days of the Certificate of Substantial Completion or the Certificate of Final Completion (as applicable), UNICEF may sell or otherwise dispose of any remaining items and the cost of doing so, less the sums received by UNICEF from any sale, shall be recoverable by UNICEF from the Contractor as a debt and/or deducted from any sums due to the Contractor under this Contract.

## 9. VARIATIONS

### 9.1 Right to Vary

The Engineer may subject to clause 3.1 instruct any additional, or varied works and/or any omission of any Works at any time before the Certificate of Substantial Completion. Following any omission of any Works the Contract Price shall be reduced and the Completion Date and Schedule for Completion changed on a reasonable basis as is assessed by the Engineer and notified to the Contractor following the omission, and the Contractor shall not be entitled to any loss or expense or any other payment as a result of or in connection with any omission, including without limitation if the omitted Works are carried out by UNICEF or any third party.

### 9.2 Variations

In this Contract the Contractor shall, subject to clause 9.3, be entitled to a variation if the Contractor is required to carry out any additional or varied works and/or services as a result of any valid instruction from the Engineer and/or UNICEF, including without limitation, any instruction from the Engineer resolving any ambiguity, conflict or inconsistency in or between the documents forming part of this Contract, as stated in clause 9.6, and/or any change in the location of the Site instructed by UNICEF and/or the Engineer ("Variation").

### 9.3 Notification of Variations

The Contractor shall as soon as possible (and within fourteen (14) days) after becoming aware of circumstances giving rise to any potential extension of time under clause 5.5 and/or a potential Variation, notify the Engineer in writing and provide sufficient detail of additional costs or delay to enable the Engineer to make a proper assessment of the extension of time and/or potential Variation. The Contractor shall use all reasonable endeavours to minimise the effect of any circumstances giving rise to an extension of time and/or a Variation.

Notwithstanding any other provision of this Contract, the Contractor shall not be entitled to i) any extension of time in connection with any circumstances which are concurrent with any other cause of delay for which the Contractor is not entitled to an extension of time and/or ii) any additional payment and/or an extension of time:

- (a) if the Contractor has not complied with this clause 9.3; and/or
- (b) as a result of any default, act or omission of the Contractor.

### 9.4 Variation Procedure

The Engineer shall respond to any notice of under clause 9.3 within fourteen (14) days of receipt approving or rejecting the extension of time and/or Variation, or requesting further information from the Contractor.

Any Variation shall be valued by the Engineer i) in accordance with any bill of quantities forming part of the Contract in so far as they are applicable to the Variation and ii) at such other rates as the Engineer considers reasonable having regard to the information provided by the Contractor.

## 9.5 Provisional Sums

Any provisional sum included in any bill of quantities forming part of this Contract and/or the Schedule of Payments (“Provisional Sum”) shall only be used if and to the extent instructed in writing by UNICEF (or the Engineer with UNICEF’s prior written consent). Following any valid instruction to use any Provisional Sum, the Contract Price shall be adjusted by the amount instructed by UNICEF and the Contractor shall only be entitled to be paid the amounts instructed in respect of the Provisional Sum. UNICEF (or the Engineer with UNICEF’s prior written consent) may also instruct that the work, supplies or services to which any Provisional Sum relates are valued in accordance with the Variation Procedure in clauses 9.2-9.4 and/or are valued based on amounts actually paid by the Contractor plus the percentage for the Contractor’s overhead and profit stated in the Particular Conditions. The Contractor shall provide such quotations, invoices, vouchers and accounts as requested by the Engineer in substantiation of any Provisional Sum.

## 9.6 Adjustment for Changes in Legislation

If the Contractor is required to carry out any additional or varied works and/or services a result of any change in law which was unforeseeable at the Effective Date, this shall be notified as a Variation by the Contractor and assessed by the Engineer in accordance with clauses 9.2-9.4.

## 9.7 Force Majeure

If either Party is permanently unable to perform its obligations under this Contract by reason of any Force Majeure, they shall give notice to the other Party within fourteen (14) days of becoming aware of the event or circumstances constituting Force Majeure and the Parties shall be released from further performance of their obligations under this Contract for so long as the Force Majeure continues. The Parties shall use all reasonable endeavours to minimize the effect of any Force Majeure and any Party affected by any Force Majeure shall give notice to the other Party within three (3) days’ of them ceasing to be affected by the Force Majeure.

## 10. CONTRACT PRICE AND PAYMENT

### 10.1 Contract Price

The Contractor shall notify the Engineer if it considers that any Works or part of the Works and/or any Deliverables for which sums are payable in accordance with the Schedule of Payments have been completed or provided in accordance with the Contract, with supporting documents. The Engineer shall, within fourteen (14) days of receipt of the Contractor’s notice, issue a certificate stating the extent to which the relevant Works are considered to be complete and/or the Deliverables have been provided in accordance with the Contract.

Following issue of a certificate by the Engineer which states that any Works are considered to be complete and/or that any Deliverables have been provided in accordance with the Contract, the Contractor may issue an invoice to UNICEF and the Engineer in respect of the relevant Works, accompanied by all supporting documents required to enable the Engineer to assess the sums claimed in the invoice. Each invoice shall be approved or rejected, with justification, within fourteen (14) days of receipt by the Engineer. If an invoice is rejected the Contractor shall be entitled to resubmit the invoice. Save as otherwise provided in this Contract,

UNICEF shall pay sums claimed in any valid and accepted invoice in respect of any Works certified by the Engineer within thirty (30) days of receipt by UNICEF of the invoice and the supporting documents required by this clause, subject to clause 5 of the Form of Agreement and clauses 4.8, 4.11 (second paragraph), 10.4-10.8 and 12.1 (fourth paragraph) of these General Conditions and the third paragraph of this clause 10.1.

It is agreed and acknowledged that any discount included or referred to in i) the Contractor's bid in response to the Request for Proposals, ii) the Schedule of Payments, iii) any part of this Contract, and/or iv) any communication in relation to this Contract, shall apply notwithstanding any failure by UNICEF to pay any sums due and payable under this Contract in accordance with this Contract and such discount shall not in any circumstances be recoverable by the Contractor and/or added to the Contract Price.

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## 10.2 Lump Sum and Bill of Quantities

The Contract Price shall be a fixed price lump sum and the Contractor shall not be entitled to any increase in the Contract Price, any change in any rates and/or to any further payment under this Contract except as expressly provided in this Contract. The Contractor shall be deemed to have satisfied himself of the adequacy of the Contract Price to cover all his obligations under the Contract. Any quantities set out in the Schedule of Payments and/or any bill of quantities forming part of the Contract are not taken to be actual or correct quantities of the Works which the Contractor is required to execute and the Contractor shall not be entitled to any increase in the Contract Price, any additional payment and/or an extension of time as a result of any difference between the quantities provided and the quantities in the Schedule of Payments and/or any bill of quantities.

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## 10.3 Invoice at Completion and Final Payment Certificate

Within thirty (30) days of the issue of any Certificate of Substantial Completion, the Contractor shall submit to UNICEF and the Engineer an invoice, accompanied by all supporting documents required to enable the Engineer to assess the sums claimed in the invoice and showing the value of all work carried out by the Contractor up to the issue of the Certificate of Substantial Completion, any further sums the Contractor considers to be due and an estimate of amounts which the Contractor considers will become due under this Contract ("Invoice at Completion"). Within 21 (twenty one) days of the issue of the Certificate of Final Completion, the Contractor shall submit an invoice to UNICEF and the Engineer, accompanied by all supporting documents required to enable the Engineer to assess the sums claimed in the invoice and showing the value of all work carried out by the Contractor under or in connection with this Contract and any further sums the Contractor considers to be due ("Final Invoice"). For the avoidance of doubt clause 10.1 shall apply to any Invoice at Completion and the Final Invoice.

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## 10.4 Advance Payment

If the Particular Conditions state that this clause 10.4 applies, within twenty one (21) days of receipt of the Advance Payment Guarantee and the Performance Guarantee by UNICEF and execution of the Form of Agreement by the Parties, UNICEF shall pay the Advance Payment to the Contractor. The Advance Payment shall be repaid on the basis stated in the Particular Conditions. If the Advance Payment is to be repaid through deductions from invoices at a rate stated in the Particular Conditions, the Advance Payment shall be deducted as follows:

- (a) UNICEF shall commence deducting the Advance Payment from the first accepted invoice in accordance with the Schedule of Payments; and
- (b) deduction shall be made at the rate stated in the Particular Conditions from the amount of each invoice (excluding the Advance Payment) until such time as the Advance Payment has been repaid.

Any remaining balance from the Advance Payment which has not been recovered by UNICEF on i) termination of this Contract, or ii) the issue of the last Certificate of Substantial Completion, shall be repaid or paid to UNICEF immediately.

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## **10.5 Payment of Retention**

The retention percentage stated in the Particular Conditions shall be deducted from any sum due to the Contractor under this contract ("Retention"). The Retention shall be paid to the Contractor in accordance with clause 10.1 following submission of an invoice by the Contractor after issue of the Certificate of Final Completion.

Following issue of the Certificate of Substantial Completion, if agreed by UNICEF, the Retention shall be paid to the Contractor if the Contractor submits to UNICEF an unconditional on demand retention bond for the full value of the Retention which shall be enforceable until issue of the Certificate of Final Completion in a form and from a surety acceptable to UNICEF.

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## **10.6 Disputed Invoices**

The Engineer shall within 14 (fourteen) days of receipt of any invoice notify the Contractor of any dispute or discrepancy in the content or form of the invoice. The value of such disputed items shall be deducted from the invoice(s) in which they appear and the balance will be processed for payment. UNICEF and/or the Engineer and the Contractor shall consult in good faith to promptly resolve any dispute with respect to any invoice or portion thereof.

The Contractor acknowledges and agrees that UNICEF may withhold payment in respect of any invoice if, in UNICEF's opinion, the Contractor has not provided the relevant Works, report or Deliverables in accordance with the Contract and/or if the Contractor has not provided sufficient documentation in support of the invoice.

UNICEF shall have the right to set-off against and/or deduct from any amount or amounts due and payable by UNICEF to the Contractor under the Contract, any payment, debt or other claim (including, without limitation, any overpayment made by UNICEF to the Contractor) owing by the Contractor to UNICEF under the Contract or under any other contract or agreement between the Parties.

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## **10.7 Delayed Payment**

The Contractor shall not be entitled to interest on any late payment or non-payment any sums payable under the Contract. Payment shall not relieve the Contractor of its obligations under the Contract and shall not be deemed to be acceptance by UNICEF of the Works.

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## **10.8 Tax Exemption**

The Contractor authorizes UNICEF to deduct from the Contractor's invoices any amount representing direct taxes (except charges for utilities services) and customs restrictions, duties and charges of a similar nature in respect of articles imported or exported for UNICEF's official use in accordance with the exemption from tax in Article II, Section 7 of the Convention of the Privileges and Immunities of the United Nations, 1946. In the event any governmental authority refuses to recognize this exemption from taxes, restrictions, duties or charges, the Contractor shall immediately consult with UNICEF to determine a mutually acceptable

procedure. The Contractor shall provide full cooperation to UNICEF with regard to securing UNICEF's exemption from, or refund of amounts paid as, value-added taxes or taxes of a similar nature.

## 10.9 Price Escalation

The Contract Price is payable in the currency stated in the Particular Conditions and the Contract Price and any rates included in the Contract shall be fixed, and shall not be subject to any increase as a result of any fluctuation, escalation and/or increase in the Contractor's costs or otherwise and/or any change in currency exchange rates.

## 10.10 Cessation of UNICEF's Liability

Following the issue of the Certificate of Substantial Completion, UNICEF shall have no liability to the Contractor under or in connection with this Contract and/or the Works save for matters:

- (a) arising before the issue of the Certificate of Substantial Completion and included in the Invoice at Completion; or
- (b) arising after the issue of the Certificate of Substantial Completion and included in the Final Invoice.

## 11. SUSPENSION OF WORKS AND TERMINATION OF AGREEMENT

### 11.1 Suspension

UNICEF shall be entitled to instruct the Contractor to suspend provision of the Works and any other activities being carried out by the Contractor and to suspend UNICEF's obligations under this Contract on fourteen (14) days' notice for any reason. No further sums shall become due or payable to the Contractor under this Contract following suspension, save for any sums (i) that are due and payable in accordance with this Contract and which arise prior to the suspension and/or (ii) that become due and payable in accordance with this Contract following any notice from UNICEF to recommence the Works or any other activities. During any period of suspension under this clause 11.1 the Contractor shall comply with all obligations under and in connection with this Contract other than those which have been suspended as stated in UNICEF's notice of suspension and shall without limitation maintain the safety and security of the Site and the Works and maintain any performance guarantee, any advance payment guarantee and all insurances which are required to be provided by the Contractor under this Contract.

### 11.2 Termination of Agreement

UNICEF can terminate the Contract with immediate effect upon delivery of a written notice of termination to the Contractor, without any liability to pay any further sums to the Contractor or any other liability of any kind:

- (a) if the Contractor is in breach of its obligations under this Contract and fails to remedy the breach within fourteen (14) days of a notice from UNICEF of the breach;
- (b) if the Contractor is in breach of clause 4.7 and/or the Contractor, the Personnel and/or Affiliates is in breach of clauses 15, 16, 17, 18, 19 and/or clause 21;
- (c) if the circumstances stated in clauses 5.6(a), 7.5 (fourth paragraph), 7.7 (second paragraph) and 8.1 (second paragraph, sub-paragraph (c)), 16 (fifth paragraph) and 17 (second and third paragraphs);
- (d) if any Force Majeure has continued for twenty eight (28) days; and/or

- (e) if the Contractor (i) is adjudged bankrupt, or is liquidated, or becomes insolvent, or applies for a moratorium or stay on any payment or repayment obligations, or applies to be declared insolvent, (ii) is granted a moratorium or a stay, or is declared insolvent, (iii) makes an assignment for the benefit of one or more of its creditors, (iv) has a receiver appointed on account of the insolvency of the Contractor or enters administration, (v) offers a settlement in lieu of bankruptcy or receivership, (vi) is unable to pay its debts when due, (vii) has become, in UNICEF's reasonable judgment, subject to a materially adverse change in its financial condition that threatens to substantially affect the ability of the Contractor to perform any of its obligations under the Contract, and/or (viii) is subject to any event equivalent or similar to those stated in this clause 11.2, sub-paragraph (e) in any jurisdiction.

UNICEF may also terminate the Contract at any time on immediate written notice to the Contractor if UNICEF's mandate or funding applicable to the Contract is curtailed or terminated, whether in whole or in part. UNICEF may also terminate the Contract at any time for convenience on thirty (30) days' written notice to the Contractor.

If UNICEF gives notice of termination or suspension under this Contract, the Contractor shall take immediate steps to bring the performance of any obligations under the Contract to a close in a prompt and orderly manner, and in doing so, reduce expenses to a minimum, and shall not undertake any further or additional commitments as of and following the date it receives the termination notice. In addition, the Contractor shall take any other action that may be necessary, or that UNICEF may direct in writing, in order to minimise losses or protect and preserve any property, whether tangible or intangible, related to the Contract that is in the possession of the Contractor and in which UNICEF has or may be reasonably expected to acquire an interest.

Following termination:

- (a) the Contractor shall immediately deliver to UNICEF any Contract Materials, Deliverables and/or any work which have not been delivered and accepted prior to the receipt of a notice of termination, together with any data, materials or work-in-progress related specifically to the Contract;
- (b) the Contractor shall provide its reasonable cooperation to UNICEF and any third party to ensure the orderly migration of the Works and transfer of any Contract-related data, materials and work-in-progress;
- (c) the Contractor shall immediately return to UNICEF all Confidential Information;
- (d) no payment shall be due from UNICEF to the Contractor except for Works and Deliverables provided to UNICEF's satisfaction in accordance with the Contract prior to the Contractor's receipt of the notice of termination;
- (e) save following termination for Force Majeure and/or under clause 11.2 (second paragraph), the Contractor shall be liable to UNICEF for any costs, losses or expenses incurred as a result of termination; and
- (f) UNICEF shall not be liable for any costs or losses incurred by the Contractor as a result of termination, including without limitation any indirect or consequential loss or loss of profit.

Any termination rights of this Contract by UNICEF shall be without prejudice to all and any other rights and remedies of UNICEF under and in connection with this Contract.

## 12. INSURANCE

### 12.1 General Requirements for Insurance

Each insurance required to be taken out and maintained by the Contractor in accordance with this Contract shall be effected with reputable insurers and in sufficient amounts and in terms approved by UNICEF. Each policy for loss or damage shall provide for payments to be made in the currencies required to rectify the loss or damage and payments received from insurers shall be used to rectify the loss or damage.



The Contractor shall be responsible for funding all amounts within any policy deductible or retention. Except for the insurance referred to in clauses 12.4 and 7.1, the insurance policies shall (i) name UNICEF as an additional joint insured; (ii) include a waiver by the insurer of any subrogation rights against UNICEF; and (iii) provide that UNICEF shall receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage.

The Contractor shall, following execution of the Form of Agreement and upon request from time to time, provide UNICEF with satisfactory evidence of the insurance required under this Contract. The Contractor shall comply with the conditions of each of the insurances required under this Contract, provided that compliance with the insurance requirements of the Contract shall not limit the Contractor's liability either under the Contract or otherwise. The Contractor shall notify UNICEF if it is unable to take out or maintain any of the insurance required by this Contract.

If the Contractor fails to provide the insurance required under this Contract and/or fails to provide satisfactory evidence in accordance with 12.1, without prejudice to the Contractor's obligations under this Contract, no further sums shall become due or payable to the Contractor under or in connection with this Contract.

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## **12.2 Insurance for the Works and Contractor's Equipment**

The Contractor shall take out and maintain insurance in the joint names of the Contractor, UNICEF and any third party identified in the Particular Conditions from the Effective Date until the later of the Certificate of Final Completion being issued and/or completion of the Operational Services in respect of all risks in respect of the Works, the Contractor's property and any equipment used in carrying out the Works, including without limitation any loss or damage i) occurring prior to issue of the Certificate of Substantial Completion(s) in respect of the whole the Works and/or ii) caused by the Contractor and/or any Defects, for the reinstatement value of the Works (including without limitation the costs of demolition, removal of debris, professional fees and profit).

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## **12.3 Insurance against Injury to Persons and Damage to Property**

The Contractor shall take out and maintain insurance from the Effective Date until the later of the Certificate of Final Completion being issued and/or completion of the Operational Services in respect of each Party's liability for any loss or damage to property, including without limitation the UNICEF's, the Beneficiary's and/or any third party's property (other than the Works) and death and personal injury (other than to the Personnel), arising out of the Contractor's performance of its obligations under this Contract in an adequate amount to cover all claims arising from or in connection with the Contractor's performance of its obligations under this Contract and not less than the amount stated in the Particular Conditions and in the joint names of the Parties and any third party identified in the Particular Conditions.

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## **12.4 Insurance for Personnel**

The Contractor shall take out and maintain (and shall ensure that its subcontractors take out and maintain) from the Effective Date until the later of the Certificate of Final Completion being issued and/or completion of the Operational Services workers' compensation and employer's liability insurance, or its equivalent, in respect of claims by employees for injury, sickness, disease or death or otherwise arising from the performance of the Contractor's obligations under or in connection with this Contract at such level as is appropriate and as is required by any applicable law. The insurance required by this clause shall include an indemnity to principals clause in favour of UNICEF.

### **13. AUDIT**

#### **13.1 Cooperation with Audits and Investigations**

From time to time, UNICEF may, and/or may appoint third parties to, conduct inspections, post-payment audits or investigations relating to any aspect of the Contract including but not limited to the award of the Contract, the way in which the Contract operates or operated, and the performance of the Contract generally, including but not limited to the Contractor's compliance with the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations, including (but not limited to) making the Personnel, Affiliates and any relevant data and documentation available for the purposes of such inspections, post-payment audits or investigations, at reasonable times and on reasonable conditions, and granting UNICEF and those undertaking such inspections, post-payment audits or investigations access to the Contractor's premises at reasonable times and on reasonable conditions in connection with making the Personnel and Affiliates and any relevant data and documentation available. The Contractor shall require the Personnel, including but not limited to, the Contractor's attorneys, accountants or other advisers, and Affiliates to provide reasonable cooperation with any inspections, post-payment audits or investigations carried out by UNICEF.

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### **14. PRIVILEGES AND IMMUNITIES; SETTLEMENT OF DISPUTES**

#### **14.1 Privileges and Immunities**

Nothing in or related to the Contract shall be deemed a waiver, express or implied, deliberate or inadvertent, of any of the privileges and immunities of the United Nations, including UNICEF and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations, 1946, or otherwise.

The Contractor shall indemnify, hold and save harmless and defend, at its own expense, UNICEF, its officials, employees, consultants and agents, each entity that makes a direct financial contribution to UNICEF to procure Works and Deliverables, the Beneficiary and each Host Government or other entity that receives the direct benefit of Works and Deliverables, from and against all suits, claims, demands, losses and liability of any nature or kind, including their costs and expenses, by any third party and arising out of the acts or omissions of the Contractor or the Personnel in the performance of the Contract. This provision shall extend to but not be limited to (a) claims and liability in the nature of workers' compensation, (b) product liability, and (c) any actions or claims pertaining to the alleged infringement of a copyright or other intellectual property rights or licenses, patent, design, trade-name or trade-mark arising in connection with the Deliverables or other liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property provided or licensed to UNICEF under the terms of the Contract or used by the Contractor and/or the Personnel in the performance of the Contract.

UNICEF shall report any such suits, proceedings, claims, demands, losses or liability to the Contractor within a reasonable period of time after having received actual notice. The Contractor shall have sole control of the defence, settlement and compromise of any such suit, proceeding, claim or demand, except with respect to the assertion or defence of the privileges and immunities of UNICEF or any matter relating to UNICEF's privileges and immunities (including matters relating to UNICEF's relations with the Beneficiary, any Host Government and/or any third party), which as between the Contractor and UNICEF, only UNICEF itself shall assert and maintain. UNICEF shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

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#### **14.2 Law**



The terms of the Contract shall be interpreted and applied without application of any system of national or sub-national law.

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## 14.3 Amicable Settlement

The Parties shall use reasonable efforts to settle amicably any dispute, controversy or claim arising out of, or relating to the Contract. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then in force, or according to such other procedure as may be agreed between the Parties.

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## 14.4 Arbitration

Any dispute, controversy or claim between the Parties arising out of the Contract which is not resolved within ninety (90) days after one Party receives a request from the other Party for amicable settlement can be referred by either Party to arbitration. The arbitration shall take place in accordance with the UNCITRAL Arbitration Rules then in force. The venue of the arbitration shall be New York, NY, USA. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall have no authority to award punitive damages. In addition, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (LIBOR) then prevailing and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

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## 15. CONFIDENTIALITY AND TRANSPARENCY

The Contractor shall not disclose any Confidential Information to any third party:

- (a) except to those of its Affiliates or Personnel who have a need to know such Confidential Information for the purpose of performing obligations under the Contract and have agreed to undertakings of confidentiality equivalent to this clause 15; or
- (b) unless the Confidential Information (i) was obtained from a third party who did not owe a duty of confidentiality to UNICEF; (ii) is in the public domain otherwise than through the Contractor's act or default or the acts or defaults of the Affiliates or Personnel; (iii) was known by the Contractor prior to disclosure by UNICEF; or (iv) at any time is developed by the Contractor completely independently of any disclosures under the Contract.

If the Contractor receives a request for disclosure of any Confidential Information pursuant to any judicial, court, arbitration or law enforcement process, before any such disclosure is made, the Contractor shall give UNICEF sufficient notice of such request in order to allow UNICEF to (i) have a reasonable opportunity to secure the intervention of the relevant national government to prevent disclosure and/or (ii) take such other action as may be appropriate.

The Contractor shall not use the Confidential Information for any purpose other than the performance of its obligations under this Contract and shall not make any use prejudicial to UNICEF of any Confidential Information. The Contractor acknowledges (and shall enable UNICEF to achieve) the commitment to transparency as outlined in UNICEF's Information Disclosure Policy as published on UNICEF's Supply Website from time to time.

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## 16. DATA PROTECTION AND SECURITY

The Parties agree that, as between them, all UNICEF Data, together with all rights (including intellectual property and proprietary rights), title and interest to such UNICEF Data, shall be the exclusive property of UNICEF, and the Contractor has a non-exclusive license to access and use the UNICEF Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. Except for the foregoing license, the Contractor shall have no other rights, whether express or implied, in or to any UNICEF Data or its content.

The Contractor confirms that it has a data protection policy in place that meets all applicable data protection standards and legal requirements and that it shall apply such policy in the collection, storage, use, processing, retention and destruction of UNICEF Data. The Contractor shall comply with any guidance or conditions on access and disclosure notified by UNICEF to the Contractor in respect of UNICEF Data.

The Contractor shall ensure the logical segregation of UNICEF Data from other information to the fullest extent possible. The Contractor shall put in place policies, safeguards and controls that are necessary and sufficient to meet the Contractor's confidentiality obligations under this Contract in respect of UNICEF Data. At UNICEF's request, the Contractor shall provide UNICEF with copies of the applicable policies and a description of the safeguards and controls. UNICEF may assess the effectiveness of these safeguards, controls and protective measures and, at UNICEF's request, the Contractor shall provide its full cooperation with any such assessment at no additional cost or expense to UNICEF. The Contractor shall not, and shall ensure that the Personnel and Affiliates shall not, transfer, copy, remove or store UNICEF Data from a UNICEF location, network or system without the prior written approval of an authorized official of UNICEF.

Except as otherwise expressly stated in the Contract or with UNICEF's express prior written consent, the Contractor shall not install any application or other software on any UNICEF device, network or system. The Contractor represents and warrants to UNICEF that Works and Deliverables provided under the Contract shall not contain any Disabling Code, and that UNICEF shall not otherwise receive from the Contractor any Disabling Code in the performance of the Contract. Without prejudice to UNICEF's other rights and remedies, if a Disabling Code is identified, the Contractor, at its sole cost and expense, shall take all steps necessary to: (a) restore and/or reconstruct any and all UNICEF Data lost by UNICEF, the Beneficiary and/or End Users as a result of Disabling Code; (b) furnish to UNICEF a corrected version of Works without the presence of Disabling Codes; and (c) as needed, remedy any Defects in the Works caused by the Disabling Code and accelerate the Works such that no delay is caused by the Disabling Code, at the Contractor's cost.

In the event of any Security Incident, the Contractor shall, as soon as possible following the Contractor's discovery of such Security Incident and at its sole cost and expense: (a) notify UNICEF of such Security Incident and of the Contractor's proposed remedial actions; (b) implement any and all necessary damage mitigation and remedial actions; and (c) as relevant, restore UNICEF's and, as directed by UNICEF, the Beneficiary's and/or End Users' access to Works. The Contractor shall keep UNICEF reasonably informed of the progress of the Contractor's implementation of such damage mitigation and remedial actions. The Contractor, at its sole cost and expense, shall cooperate fully with UNICEF's investigation of, remediation of, and/or response to any Security Incident. If the Contractor fails to resolve, to UNICEF's reasonable satisfaction, any such Security Incident, UNICEF can terminate the Contract with immediate effect.

The Contractor shall impose the same requirements relating to data protection and security as are imposed upon the Contractor itself by this clause 16 of the Contract, on the Personnel and Affiliates and shall remain responsible for compliance with such requirements by the Personnel and/or Affiliates.

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## 17. ANTI-CORRUPTION AND ETHICAL STANDARDS

Without limiting the Contractor's obligations under or in connection with this Contract, the Contractor shall be responsible for the professional and technical competence of the Personnel and shall select, for work under the Contract, reliable individuals who shall perform effectively in the implementation of the Contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

The Contractor represents and warrants that neither it nor any of its Affiliates or Personnel are subject to any sanction or temporary suspension imposed by any United Nations System organisation or other international inter-governmental organisation. The Contractor shall immediately disclose to UNICEF if the Contractor, any of its Affiliates and/or Personnel, becomes subject to any such sanction or temporary suspension during the term of the Contract. If UNICEF becomes aware of any such sanction or temporary suspension, the Contract may be terminated by UNICEF.

The execution of the Services shall not give rise to Unusual Commercial Expenses being incurred by the Contractor, the Personnel and/or the Affiliates. If UNICEF becomes aware of any Unusual Commercial Expenses, the Contract may be terminated by UNICEF.

The Contractor shall (a) observe the highest standard of ethics; (b) use its best efforts to protect UNICEF against fraud, in the performance of the Contract; and (c) comply with the applicable provisions of the UNICEF Policy Prohibiting and Combatting Fraud and Corruption as available on the UNICEF Supply Website from time to time ("Fraud and Corruption Policy"). The Contractor shall not engage, and shall ensure that the Personnel, do not:

- (a) engage, in any corrupt, fraudulent, coercive, collusive or obstructive conduct as such terms are defined in the Fraud and Corruption Policy; and/or
- (b) offer to give or agree to offer or give or give to any person, any bribe, gift, gratuity or commission as an inducement or reward for doing or forbearing to do any act in relation to the Contract or any other contract with UNICEF, or for showing favor or disfavor to any person in relation to the Contract or any other contract with other organizations of the United Nations.

The Contractor shall, during the term of the Contract, comply the standards of conduct required under the UN Supplier Code of Conduct (available on the UNICEF Supply Website).

The Contractor represents and warrants that:

- (a) neither the Contractor nor any of its Affiliates is engaged, directly or indirectly, (i) in any practice inconsistent with the rights set out in the Convention on the Rights of the Child, including Article 32, or the International Labour Organisation's Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No. 182 (1999); or (ii) in the manufacture, sale, distribution, or use of anti-personnel mines or components utilised in the manufacture of anti-personnel mines;
- (b) it has taken and shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by the Personnel including its employees or any persons engaged by the Contractor to perform any works and/or services under the Contract, including without limitation, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent; and
- (c) it has taken and shall take all appropriate measures to prohibit the Personnel including its employees or other persons engaged by the Contractor, from exchanging any money, goods, materials, services, or other things of value, for sexual favours or activities or from engaging in any sexual activities that are exploitive or degrading to any person.

The Contractor shall inform UNICEF as soon as it becomes aware of any act, omission, incident or report that is inconsistent with and/or in breach of the undertakings and confirmations provided in this clause 17.

## 18. CONFLICT OF INTEREST

The Contractor shall refrain from making any public statements concerning the project or Works without the prior approval of UNICEF, and from engaging in any activity which conflicts with its obligations towards

UNICEF under the Contract and/or which would compromise the Contractor's independence or that of the Personnel.

The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of its obligations under the Contract, including without limitation as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. UNICEF reserves the right to require additional measures to be taken by the Contractor to prevent or avoid any breach of this clause 18. The Contractor shall ensure that the Personnel is not placed in a situation which could give rise to conflict of interests. The Contractor shall replace, immediately and without compensation from UNICEF, any Personnel exposed to any potential conflict of interest.

The Contractor shall after the conclusion or termination of the Contract, limit its role in connection with the Project to the provision of Works provided prior to the conclusion or termination of this Contract. Except with the written permission of UNICEF, the Contractor and any Personnel and Affiliates shall be disqualified from the execution of works, supplies or other services for the Project in any capacity save as provided in this Contract, including without limitation tendering for any part of the Project.

The Contractor represents and warrants that:

- (a) no official or employee of UNICEF or of any United Nations organisation has received from or on behalf of the Contractor, or shall be offered by or on behalf of the Contractor, any direct or indirect benefit in connection with the Contract and/or the award of the Contract to the Contractor, including without limitation, any gifts, favours or hospitality;
- (b) it has not and (shall not):
  - (i) made a direct or indirect offer of employment to civil servants and other agents or employees of the government or public administration of the country in which the Project is located;
  - (ii) during the one (1) year period after any UNICEF official and/or employee involved in any aspect of a UNICEF procurement process in which the Contractor has participated has separated or departed from UNICEF and/or ceased to be employed by UNICEF, made a direct or indirect offer of employment to that official and/or employee; and/or
  - (iii) during the two (2) year period after any UNICEF official and/or employee has separated or departed from UNICEF and/or ceased to be employed by UNICEF, allow that former official and/or employee to, directly or indirectly on behalf of the Contractor, communicate with UNICEF, or present to UNICEF, about any matters that were within such former official's and/or employees' responsibilities while at UNICEF.
- (c) in respect of all aspects of the Contract (including the award of the Contract by UNICEF to the Contractor and the selection and awarding of sub-contracts by the Contractor), it has disclosed and shall disclose to UNICEF without delay any conflict of interest and/or any situation that may constitute an actual or potential conflict of interest or could reasonably be perceived as a conflict of interest.

The Contractor shall inform UNICEF immediately as soon as it becomes aware of any breach or potential breach of this clause 18.

## 19. CODE OF CONDUCT AND POLICIES

The Contractor shall at all times act loyally and impartially and as a faithful adviser to UNICEF in accordance with any applicable rules and/or code of conduct and with appropriate discretion. The Contractor warrants and represents that it has not and shall not collude with any other contractors, any consultants and/or the

Engineer so as to obtain (or enable any third party to obtain) any unfair gain or benefit in relation to this Contract and/or the Project, including without limitation:

- (a) entering into any agreement with any other person with the aim of preventing tenders being made and/or fixing or adjusting the amount of any tender and/or the conditions on which any tender is made and/or the elements or contents of any tender;
- (b) informing any other person, other than UNICEF, of the amount or the approximate amount of the tender and/or of any confidential information in relation to the tender, except where the disclosure, in confidence, of the amount of the tender was necessary to obtain quotations required for the preparation of the tender;
- (c) providing or receiving any confidential information relating to any other actual or potential tender; and/or
- (d) causing or inducing any third party to enter into any agreement as is mentioned in sub-paragraphs (a)-(b) or to act as mentioned in sub-paragraph (c).

The Contractor represents and undertakes that it has reviewed the Policies. The Contractor shall (and shall ensure that is Personnel and Affiliates shall) comply with and not cause UNICEF to breach the Policies as may be amended from time to time and any other policies provided by UNICEF from time to time. The Contractor shall establish and maintain appropriate measures to promote compliance with the Policies and the requirements of the Policies and shall cooperate with UNICEF's implementation of the Policies.

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## 20. PUBLICATION

The Contractor confirms that it consents to UNICEF's public disclosure of the terms of the Contract should UNICEF so determine and by whatever means UNICEF determines.

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## 21. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

The Contractor shall comply with and shall not cause UNICEF, the Beneficiary and/or the Host Government to breach any applicable policy, their statutory obligations and/or any international convention in connection with social and environmental responsibility and/or hazardous or deleterious materials, including without limitation the following:

- any convention of the International Labour Organisation;
- the Vienna Convention for the Protection of the Ozone Layer 1985;
- the Montreal Protocol on substances that deplete the Ozone Layer 1987;
- the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their disposal 1989;
- the Stockholm Convention on Persistent Organic Pollutants 2001;
- the Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (UNEP/FAO) Rotterdam, 10 September 1998;
- the United Nations Framework Convention on Climate Change Kyoto Protocol 2008 and the Doha Amendment 2012;
- the United Nations Framework Convention on Climate Change Paris Agreement 2015; and/or
- the Framework for Advancing Environmental and Social Sustainability in the United Nations System (UN EMG 2012).